



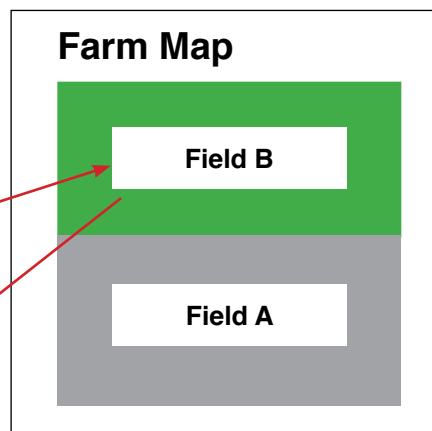
## Best On-Farm Food Safety Practices: Documenting Trace-Back and Trace-Forward of Harvested Produce

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**Step 1.** Map all production fields or greenhouses, and assign letters, names, or numbers to identify specific growing areas.



**Step 2.** Using a labeling gun, mark all produce packages with the date and location of harvest.

Tomatoes  
**L & J Farms**  
1 Bumpy Rd, Honolulu 96822  
808-000-0000  
Grown in Hawai'i, USA

**031109-B**

TOTAL NET WT 16 oz (1 lb)

**L & J Farms**

1 Bumpy Road  
Honolulu, HI 96822  
Phone: [808-000-0000]  
Fax: [000-000-0000]

**INVOICE**

DATE: 3/12/2009  
INVOICE # [123456]  
Customer ID [123]

**BILL TO:**

[Name]  
[Company Name]  
[Street Address]  
[City, State ZIP]

**SHIP TO (if different):**

[Name]  
[Company Name]  
[Street Address]  
[City, State ZIP]

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
P1	Papaya (31109_A)	15	1.24	18.60
T2	Tomatoes (31109_B)	200	0.35	70.00
				-
SUBTOTAL				\$88.60
TAX RATE				4.00%
TAX				\$3.54
S & H				\$-
OTHER				\$-
TOTAL				\$92.14

**Other Comments or Special Instructions**

2. Please include the invoice number on your check

*Thank You for Your Business!*

**Step 3.** Put the harvest date and location I.D. on each invoice.

## Step 4. Establish procedures to deal with a problem.

### Trace-back

A consumer or store has contacted the farm about a food safety concern (an actual or potential food-safety hazard that may become a liability).

### Trace-forward

The company or its suppliers (e.g., growers) has decided to recall items that have been distributed in the food system.

The company person who will take the lead on follow-up is: \_\_\_\_\_

**A.** Immediately inform the Hawai'i Departments of Health (808-586-4725) and Agriculture (808-832-0700) about the suspected problem. (Contact numbers are open M–F, 7:45–4:30, and voicemail can be left at other times; leaving a message is desirable.)

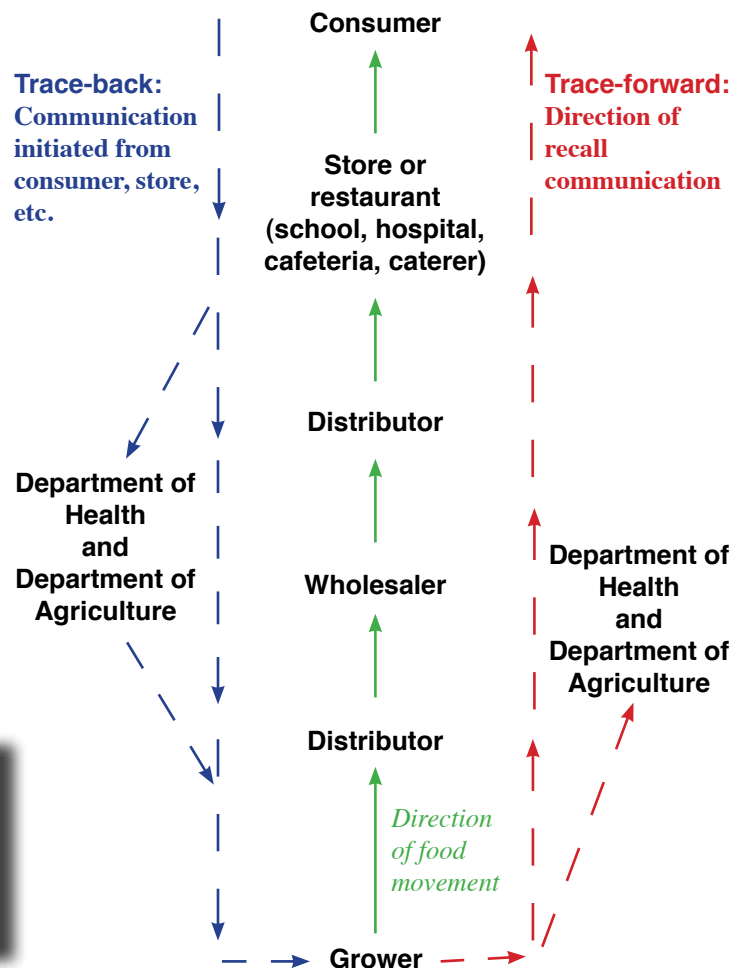
**B.** Isolate all products from the suspected batch that are still on site.

**C.** Collect and copy all invoices that have anything to do with the recalled product.

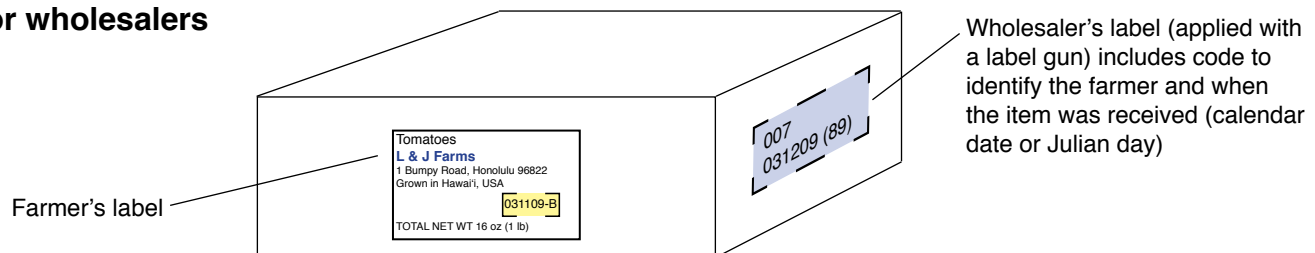
**D.** Using invoices and your buyers contact (and shipping company) list, contact each vendor who received the suspected product as soon as possible. Record these and all other contacts throughout the investigation on a pad of paper. This will illustrate your due diligence during any investigation.

Buyers Contact List
_____
_____
_____
_____
_____

## Food Safety Trace-Back and Trace-Forward Flow Chart



## Traceback labeling for wholesalers



The information in this publication may change over time, and online updates will reflect those changes. Download the latest version at <http://www.ctahr.hawaii.edu/oc/freepubs/pdf/FST-36.pdf>. *Acknowledgments:* Lori Nagatoshi (Hawai'i State Department of Health) provided review. Funding was provided by the Hawaii Farm Bureau Federation.